

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission						3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No. CNIC-RSLO	
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) STANDARD MWR NAF PD						<input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field				6. OPM Certification No.	
7. Fair Labor Standards Act						8. Financial Statements Required						9. Subject to IA Action	
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt						<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status						11. Position Is		12. Sensitivity		13. Competitive Level Code			
<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						<input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive		14. Agency Use			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials Date	
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		REGIONAL C&Y SCHOOL LIAISON				NF		1701		04		EN 7-18-08	
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature						Signature						Date	
Date						Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action						OPM PC GENERAL EDUCATION & TRNG SERIES GS 1701 TS-109 OCT 91							
S. J. NEW						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
PRINCIPAL CLASSIFIER													
Signature						Signature						Date	
Date						Date						7-18-08	
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities (See Attached)													

CHILD & YOUTH PROGRAMS (CYP)
REGION SCHOOL LIAISON OFFICER
NF-1701-04

I. INTRODUCTION

This position serves as the Region School Liaison Officer (SLO) in Navy Regions under designated Navy Child and Youth Programs (CYP). The Region SLO serves as the subject matter expert for issues and processes involving State and Local Education Agencies (LEA) on all K-12 educational matters relating to public, private, home schooling and where applicable Department of Defense Education Activity Schools (DoDEA).

Responsibilities include managing, coordinating, and facilitating Navy Region education support to maximize the opportunity for academic success of military associated children. Work with Region Commanders, state-level educators and parents of school-age children to understand the educational needs of military associated children. Incumbent will represent and speak for the Region on youth education/school transition/deployment issues. This work is considered mission essential and requires frequent contact and/or advice to Commanding Officers, local community leadership, Installation Commanders, other installation Navy Family Program Managers, Department of Defense Education Activity, and public school district superintendents/principals.

II. MAJOR DUTIES AND RESPONSIBILITIES

a. General Management - 100%:

(1) Serve as functional and where applicable team leader for installation School Liaison Officers (SLO) within assigned Navy Region. Ensures installations establish, implement and coordinate all school liaison administrative, operational policies & procedures in a consistent and predictable manner across installations in the Region. Works with installation SLO's to establish partnerships among installations, local schools and communities in the geographic area to ease school transitions, and deployments.

(2) Coordinates with installation SLO's in Region on any educational issues and in use of Local Action Planning (LAP), Secondary Education Transition Study Memorandum of Agreement (SETS MOA), and state Military Family Education Liaison in support of Interstate Compact on Education Opportunities on Education opportunities for Military Children.

(3) Ensures installations implement baseline Child and Youth Education Services (CYES) to include: School Transition Support, Deployment Support, Partnerships in Education, Home School Support, Installation/School Communications and Post Secondary Education Preparation Opportunities. Works with installation staff and school personnel to ensure ongoing collaboration for academic support; i.e., homework centers, computer labs, youth sponsorship initiatives and instructional programs.

(4) Gathers and maintains up-to-date statistical data for planning and reporting purposes to CNIC, HQ, N912 and other statutory requirements.

(5) Conducts annual reviews of installation Child and Youth Education Services programs and assists Navy CYP Inspection Teams as required.

(6) Identify installation/region Child and Youth Education Services best practices and forwards to CNIC, HQ, N912 for inclusion in Navy-wide programming.

(7) Provide installation technical assistance that addresses the needs for transitioning/deployed families. Articulates CYES policies, procedures and priorities, interprets implications for youth, parents, commanders, command staff and school personnel.

(8) Conducts initial and follow-on training for installation SLO's and school personnel. When required, provides subject matter expert input to Navy sponsored SLO training courses.

(9) Serves as Region representative to CNIC, HQ, N912 for Child and Youth Education Services program issues. Participates as a member of the CNIC, HQ, N912 School Transition Response Team (STRT)

(10) Subject matter expert to Region Commander and key Region staff on all matters relating to schools (K-12). Coordinate the integration of all Region activities relating to matters of concern to commanders, parents, students, and local school officials. Represent the Region Commander on state-level school boards, councils, and advisory groups.

(11) Inform Region leadership about the importance of Impact Aid to schools. Create and maintain collaborative partnerships with relevant region and state agencies/organizations on K-12 educational issues (e.g., Fleet & Family Support, Child & Youth Programs, chaplains, medical, EFMP, military/civilian personnel offices, military units).

(5) Performs administrative duties related to Child and Youth Education Services program. Maintains program information and prepares a variety of reports or feeder information as required. Establish and maintain suspense dates in order to submit required documentation for programs and follow-up as appropriate. Prepares, distributes, and tabulates needs assessments to determine the educational needs of the Region military community. Complete required documentation and insures information such as public, private and home school information are available for review by installation leadership or for briefings to installation populations. Develop an annual budget and projects, monitors program expenditures.

III. KNOWLEDGE REQUIRED BY THE POSITION

Successful completion of a 4 year college or university degree with a major course of study/substantial course work which directly relates to a CYP field: early childhood/elementary/secondary/special education, child/youth development, psychology, and youth program administration or a closely related field. Or, a combination of education and experience - courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.

A minimum of three years experience working with school personnel, students and parents, i.e., School Liaison Officer, CYP Manager, education or academic leader/counselor.

Knowledge of the Navy operational organizational structure, chain of command, and particularly as it relates to the CYP.

Knowledge and understanding of Navy philosophy, goals, vision, policy and programs relating to CYP issues of military members.

Oral and written briefing skills with knowledge of techniques and formats for effective communication to installation level leadership.

Knowledge of research methodology, information retrieval and data organization for analysis, decision making, and formulation of recommendations. Research methods include interviews, focus groups, working groups, surveys and data search.

IV. SUPERVISORY CONTROLS

The immediate supervisor is the Region Child and Youth Program Manager. The supervisor provides general policy guidance and assists with unusual problems. Priorities for work are determined cooperatively by the supervisor and by the incumbent who is responsible for independent action to fulfill the requirements of the position. The incumbent works independently and has broad latitude in furnishing advice to installation commanders concerning proper interpretation and implementation of CYP School Transition Program policies, regulations, and procedures. Work is reviewed in general terms for effectiveness and attainment of objectives.

V. GUIDELINES

Policy directives promulgated by Congress, DoD, OSD, CNO, SECNAV, BUPERS, NAVFAC and CNIC provide general procedures, instructions and policies for administering the program, fiscal management, and operational oversight. The incumbent is authorized to interpret CNIC and higher level directives and policies to make commitments to installation Commanding Officers, Regional Coordinators, other echelons

and higher authority on CYES issues. Frequently, the procedures are not completely specific and may in fact conflict, requiring consideration of several options including modifications and unique applications. The experience and judgment of the incumbent is required to select the best approach to any given problem. The incumbent is involved in serving on or leading Region teams that deal with education issues involving governmental resources.

VI. COMPLEXITY

Assignments are diverse in nature and cover a large number of city, state, government, public and private associations for which a variety of planning, coordinating, and advisory functions are required to ensure seamless transitions for military youth during relocations of military families. The complexity of this position resides in the interrelationships that exist among the various organizations and the undefined issues and elements, which require extensive coordination. The ability to discern conflicts and resolve them is necessary.

VII. SCOPE AND EFFECT

This position requires the incumbent to Region Navy leadership personnel regarding major components of the CYP, school systems and practices impacting the transient and deployment impacted military youth population. As CYP is recognized as a major factor in retention, this position is critical to the readiness of Navy's forces in that the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission oriented programs.

VII. PERSONAL CONTACTS

Personal contacts include: Region Commander, Commanding Officers, and other Region staff agencies. The incumbent meets with senior Region personnel, state school officials, boards. Contacts are made in person, by mail, naval message, electronic mail, video teleconference, and by telephone.

IX. PURPOSE OF CONTACTS

The purpose is to disseminate, and influence the development and implementation of quality of life policy and objectives; to furnish expert advice on CYP matters; In summary, the incumbent is responsible to articulate the Region position and to successfully gain acceptance for this position. The incumbent must develop appropriate techniques to be successful even when encountering resistance from other departments or agencies.

X. PHYSICAL DEMANDS

This position is sedentary in nature. Physical effort will generally be limited to lifting 25 pounds or less. Incumbent may perform travel on a frequent basis. Some maneuvering in small spaces, climbing stairs and narrow walkways aboard ships is required. Some weekend, holiday and evening work as a result of the variety of tasks and travel requirements is necessary.

XI. WORK ENVIRONMENT

Regular recurring work is performed in a work environment that involves normal low risks or discomfort typical of offices or commercial vehicles such as airplanes, trains or buses. Work away from the main office may require travel using commercial/military aircraft or ships.

OTHER

Incumbent must be able to obtain a SECRET Clearance.